



## Employee Information Request

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Current Assignment (Title): \_\_\_\_\_

Department Head: \_\_\_\_\_

1. What is the minimum education level that is assigned to this position?

\_\_\_\_\_

2. Does this employee exceed the minimum education level for this position? If so, what is the educational level this employee has attained?

\_\_\_\_\_

3. What is the employee's total evaluation score that represents his/her performance in current position? (This is the same score from attached evaluation form.)

\_\_\_\_\_

4. How long has this employee been with Greenwood County in total without a break in service?

\_\_\_\_\_

5. Does this employee exceed the minimum certification level for this position? If so, what additional certifications, that exceed the minimum for the position, has the employee attained?

\_\_\_\_\_

**\*\*If you do not know the answers to the questions above, please ask your employee(s).**

For HR Use Only:

Grade: \_\_\_\_\_ Hire Date: \_\_\_\_\_ IE Score: \_\_\_\_\_